

EASC SEPARATION CLEARANCE PROCEDURES

Separation clearance is a mandatory requirement. The procedures are set forth in DAO 202-299 (in addition NAO 202-299 for NOAA employees). If an employee leaves without completing separation clearance procedures, he/she may jeopardize the timely release of payments still owed to him/her.

The supervisor must initiate the clearance process before employees separate from a Departmental office or operating unit, and before employees change official duty stations. The supervisor is responsible for ensuring there are no unresolved issues of indebtedness when an employee departs.

Note: Guest workers, contract employees and other non-federal employees must complete the clearance process that has been established within the organizational unit. The form CD-126, Separation Clearance Certificate, may be used for this purpose. Identification badges must be returned to EASC Regional Security Office.

Supervisor Responsibilities:

- Begin to initiate clearance procedures as soon as practicable (preferably at least two weeks prior to separations).
- Complete the top portion of Form CD-126, Separation Clearance Certificate.
- Identify those additional clearance items by checking or adding items in Section III of Form CD-126 which are appropriate for the separating employee.
- Ask the Timekeeper to prepare all applicable forms: (1) SF 52, Request for Personnel Action, (2) Form CD-527, Leave Audit, and (3) Form CD-529, Lump Sum Leave Payment.
- Sign and date portions of the CD-126 requiring supervisor's approval.
- If employee was supervised for the minimum number of days, conduct and prepare an interim or final performance appraisal as appropriate. Official copies of performance appraisals for the previous four years must be forwarded with clearance forms.
- Ensure that the completed CD-126 and all other necessary forms are submitted to Human Resources by the date the employee separates or immediately thereafter.

Employee Responsibilities:

- Clear every item in Section II and any checked item(s) in Section III of Form CD-126.
- Certify that they do not have any Government property, records, or documents, except as

noted on the clearance form, and that they are not otherwise indebted to the United States.

- Certify that they have read and understand the post-employment restrictions of 18 U.S.C. 207.

Contacts:

- Questions regarding the separation clearance process should be directed to the servicing Human Resources Assistant. See HR staff directory at:
http://www.easc.noaa.gov/hrd/hrdstaff_v2.htm
- Identification Cards should be returned to the EASC Regional Security Office.
- Employees who have a security clearance must contact the EASC Regional Security Office.
- Government Travel Cards should be returned to the supervisor or designated organizational contact.
- Government Purchase Cards should be destroyed and the Purchase Maintenance form (CB002) should be sent to Dewey Privott of the Acquisition Management Division to close out the account.
- Phone Calling Cards should be returned to the supervisor or designated organizational contact.
- Employees with CAMS access must contact Carolyn Collins of the Financial Management Division.